

Civilian Final Clearance Form

By the last day on the job, employees should close work-related accounts and make sure their records are correct. This reduces possible liability for misuse of government resources, sends their final pay check to the right address, and strikes a positive note on their departure. Let this form guide your final clearance. Fill in personal information and the reason for leaving, then print and take it to Worksite, Finance, Pass & ID, and CPO authorities for a check of applicable items.

Personal Information

Name:

Office:

Last Duty Day:

Forwarding Address:

Reason For Leaving

☐ Resignation

☐ Retirement

☐ Leave Without Pay

☐ Termination of Job

☐ Transfer to another Federal job (check block below)

☐ Promotion

☐ Reassignment

☐ Change-lower grade

in Agency or AFB (name & address)

Out-processing Checklist Items & Clearance Authorities

Worksite

☐ Desk/door keys

☐ Voice mail password

☐ Timecard

☐ IMPAC/travel cards

☐ Supply/property turn-in

☐ E-mail account

☐ Verify completion of service agreement for PCS or Training

☐ Make exit interview appointment: (Pentagon: 703 695-3680, Bolling: 202 404-3217)

Supervisor's Signature: _____

Date: _____

☐ Controlled area badge

☐ Security termination statement

Security Manager's Signature: _____

Date: _____

☐ (For ADPE Custodians only) Conduct inventory and transfer account to new custodian

Equip. Control Officer's Signature: _____

Date: _____

Pass & ID:

(Pentagon: 4C1057, Bolling: Bldg 5797)

☐ Civilian ID card

☐ Vehicle registration

Pass & ID Tech's Signature: _____

Date: _____

Finance:

(Pentagon: 5E1009, Bolling: Bldg 5681)

☐ Direct deposit or

☐ Mail last paycheck to forwarding address

☐ Provide copy of this Final Clearance Form

Civilian Pay Tech's Signature: _____

Date: _____

Civilian Personnel:

(Pentagon: 5E866, Bolling: Bldg 5681)

☐ Exit interview to make sure records are correct

☐ Provide copy of this Final Clearance Form

CPO Tech's Signature: _____

Date: _____